

JOB DESCRIPTION	
Post Title	Resources Assistant
Profile	BS2
Grade	3
Grade Spinal Point Range	5-6
Accountable SLT post	Business Support Services Manager
Line Manager of Post holder (if different)	
Staff to be supervised or line managed by post holder	N/A
Post holder will work with	SLT, Other teaching and support staff
Holiday and sickness relief by/ for	By and for other administrative support staff
Purpose of job	To provide an effective, efficient and high quality general resources and reprographics service across the whole school.
	This post may be required to work at any trust school.
Version revised:	January 2020

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

Specific duties and responsibilities:

To provide an accurate, effective, efficient and timely resources and reprographic function across the whole school to the standards required by the Trust. This will include but not limited to:

School Level Support:

- Provision of a reprographics service (e.g. photocopying, printing and scanning) and preparing documents (e.g. booklets) for all areas of the School
- Provide a laminating and binding service as required
- Ensure the preventative maintenance programme, for resources dept. equipment in place is adhered to, ensuring a safe and tidy working environment is maintained.
- To arrange call outs and liaise with the appropriate engineers in case of reprographics machinery failure.
- Routinely clean and maintain reprographics and resources equipment, and ensure that stock levels of all paper products are monitored and orders placed in a timely manner.
- Prepare information relating to the use of copier machines/processing of bulk copying work as required by the Business Support Services Manager.
- Maintain a stock level ordering system for the stores of stationery relating to reprographics, placing orders as required in line with budgetary constraints.
- Administer and record the issue of stationery requests for recharging departments.
- Maintain the school wide display plan and support departments with refreshing displays as requested
- Under the direction of the Business Support Services Manager maintain general copyright licences and records, making any necessary returns
- Assist with distribution of goods and equipment
- Provide resources support for events, ensuring audio and visual systems are provided as appropriate and photographing/video of events as required.

Other Administrative Support:

- Provide cover for the reception team, answering phone calls, managing visitors and dealing with general staff and student queries
- Provide support to the school admin team during busy periods undertaking general administrative and clerical duties.

Support for Trust/School (included in all roles)

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.